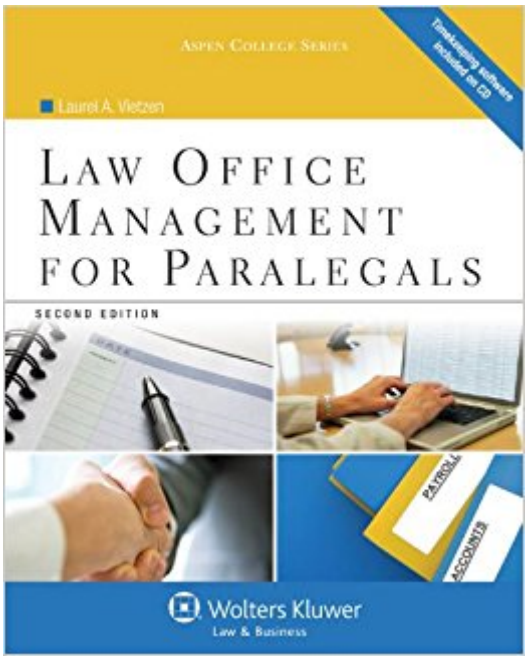
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Law Office Management For Paralegals, Second Edition (Aspen College)



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Synopsis

Law Office Management for Paralegals is a comprehensive introduction to law office management, written specifically for paralegal students taking a stand-alone office management course. Unique among textbooks of its kind, it provides thorough coverage of all aspects of law office management and organization, including ethics and "soft skills" such as communications and critical thinking--that are key to successful office management, but neglected in other texts.Assignments are drawn from real-world law office management situations, and supported by innovative visual aids and learning tools, such as PracticeMaster, which gives invaluable students hands-on practice with timekeeping systems. The thoroughly updated Second Edition includes new references, links, and details about changing office technology. Sections on billing, conflict checking and timeslip systems have been expanded, and there is now a dedicated section about using PracticeMaster. Features: Author Laurel A. Vietzen has an extensive background and outstanding reputation as a professor and practitioner in the paralegal market. Clear, accessible presentation of basic law office management and organization. Comprehensive coverage of all the skills necessary to manage a law office, including: Principles of management. Employment and compensation. Personnel structure of different types of law offices. Billing and accounting methods. Administrative systems and technology. The tasks, responsibilities, and roles of lawyers and paralegals. Well-crafted, real-world assignments hone practical skills. Coverage of soft skills and paralegal ethics is unique among law office management texts. Interactive visual aids and innovative learning devices. Trial PracticeMaster software gives students hands-on practice with timekeeping systems. The revised Second Edition includes: Thoroughly updated references, links, and details about office technology. Expanded sections on systems for billing, conflict checking, and timeslips. A new, dedicated section about PracticeMaster to complement the trial software.

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Customer Reviews

The school bookstore had this book for well over 150$ and the price was only 1/3 of that from online. My savings from buying my books online have saved me over $1500 dollars so far. Highly recommend buying books online because of the savings

Informative, easy to navigate! An excellent procedural guide, whether you are a paralegal or just work in a law office. Something that should be in every law office!

Pretty easy to understand the terms in this book. Even if you have no legal office experience, you will be able to understand this book with ease.

This book is good if you need the basics for an office. I did not need this book because I am aware of all the basic office technology however, I loved the teacher that taugh the class.

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